

Chapter

V

**COMPLIANCE WITH SECURITY
MEASURES OBLIGATIONS**

SECTION

A

**Security Clearance Policy and the Travel
Request Information Process (TRIP)**

INTERIM POLICY

A. Introduction:

1. In accordance with the Framework of Accountability for the United Nations Security Management System, the Secretary-General delegates to the Designated Official, through the Under-Secretary-General for Safety and Security, the requisite authority to take security-related decisions. Based on the Designated Official's authority and responsibility for the security and safety of all United Nations system personnel and their eligible family members at a duty station, it is mandatory that Designated Officials manage security clearance procedures for their area of responsibility and issue security clearances for external and internal travel. To assist with this responsibility, the Department of Safety and Security supports a web-based system called "Travel Request Information Process" (TRIP).
2. Security clearance procedures are required so that the Designated Official, and other officials of the United Nations Security Management System in-country, can:
 - a. Effectively monitor the location and number of United Nations system personnel and eligible family members and include them in the country security plan;
 - b. Provide important security information to United Nations system personnel and eligible family members on official travel, including locating all registered individuals to provide them with security information in the event of a crisis or emergency;
 - c. Control the number of United Nations system personnel and eligible family members where the security plan requires it.

B. Purpose:

3. The purpose of this policy is to ensure that all United Nations system personnel and related individuals (as explained in Section C below) on official travel on behalf of the Organization obtain security clearance before travelling.

C. Application/Scope:

4. The policy is applicable to all individuals covered by the United Nations Security Management System, as defined in Chapter III of the Security Policy Manual ("Applicability of Security Arrangements"), who are on official travel for the Organization. Individuals covered by the provisions of this policy are herein referred to as "personnel" and "traveller" interchangeably.

D. Security Clearance – Official Travel:

5. It is mandatory for United Nations system personnel and eligible family members to obtain security clearance for all official travel, regardless of location, and they cannot commence official travel without obtaining it (except as laid out in Section G below). The TRIP web-based system provides for “automatic” clearance response when the Security Plan allows (See Section E, paragraph 17 below). Other technological refinements that will facilitate requests for security clearance are supported and encouraged.
6. Organizations of the United Nations Security Management System shall make all necessary effort so that their personnel (and eligible family members) receive security clearance prior to all official travel. Organizations must also make all necessary effort so that all their travellers are well acquainted with existing or potential security problems in the areas that they intend to visit.
7. It is critical that all travellers understand their responsibility for their security while on official travel, such as obtaining a security clearance prior to all official travel, obtaining destination-specific security information and advice prior to travelling and obtaining a security briefing from the appropriate security official upon arrival at their destination.
8. For the purpose of this policy, official travel includes official home leave or other entitlement travel where the cost of travel is borne by organizations of the United Nations system. This applies regardless of whether official travel is undertaken by air, sea, land, or any combination thereof.
9. The Designated Official has the delegated authority and responsibility to grant security clearances for official travel to areas designated Security Level 1 to 5. The Under-Secretary-General for Safety and Security may rescind this delegation as necessary. Security clearance authority for areas in which Security Level 6 is in effect is not delegated and will be granted only by the Under-Secretary General for Safety and Security on behalf of the Secretary-General.
10. The Designated Official is responsible and accountable for his/her decision when providing security clearance for official travel to, through and within his/her area of responsibility, including when security clearances are issued automatically (see Section E below).
11. The Designated Official has the authority to grant, deny or ask for more information on a security clearance request where delegation exists.
12. The Designated Official may further delegate his/her authority to grant security clearance on his/her behalf. This delegation must be in writing and the Designated Official remains ultimately accountable for all security clearances provided. For this purpose, authority may be delegated to:

- a. The senior-most security professional directly supporting the Designated Official¹;
- b. An internationally recruited staff member appointed as Area Security Coordinator, who is responsible and accountable for security within his/her area of responsibility as designated by the Designated Official and Security Management Team. The Designated Official cannot delegate to an Area Security Coordinator who is a locally recruited staff member. Locally recruited staff members who are appointed as the Area Security Coordinator can only recommend to the Designated Official the approval of security clearances.

E. Security Clearance Procedures

13. This procedure applies to all personnel and eligible family members who are required to travel on official business to any location. The individual must submit a security clearance request in TRIP to the Designated Official at the duty station to be visited. If the mission consists of more than one person, it is the responsibility of the mission team leader to request security clearance. For all official travel with his/her eligible family members, a staff member is considered the “mission team leader”. Organizations may request security clearance on behalf of an individual, including consultants, experts on mission or other related personnel or eligible family members.
14. The request for security clearance made in TRIP will include, at a minimum, the following information:
 - a. Name
 - b. Nationality
 - c. UNLP or national passport number, issue and expiry date
 - d. Agency/organization
 - e. Mission/Travel purpose
 - f. Specific dates of the mission
 - g. Where the individual is staying while at the duty station
15. A prerequisite for official travel by United Nations system personnel is successful completion of all required training, including “Basic Security in the Field” (BSITF)² training for all official travel and “Advanced Security in the Field”

¹ This is usually the Chief Security Advisor (CSA) or other Security Advisor (SA), including their officer-in-charge *ad interim*. Where a Chief Security Advisor or Security Advisor is not present, this term is equivalent to the titles of Chief Security Officer and Chief of Security and Safety Services or Country Security Focal Point (CSFP) in countries where no international professional security advisor has been assigned or present.

² Following the revision of ‘Basic Security in the Field (BSITF)’ training, it will be renamed “Security for United Nations Personnel”. At that time, all references in this policy to “Basic Security in the Field” or “BSITF” will be replaced with “Security for United Nations Personnel” training.

- (ASITF) for official travel to any field location.³ Organizations of the United Nations Security Management System shall ensure that their personnel have completed these training courses as required. As noted in Chapter xx of the Security Policy Manual, BSITF and ASITF certificates are valid for three years, at which point staff members must recertify.
16. Official travel within countries or other areas of responsibility also requires security clearance. TRIP ensures that internal security clearance requests are transmitted to the relevant person responsible (for example, the Area Security Coordinator), who processes the security clearance in accordance with their delegated authority in paragraph 12(b) above. Designated Officials may create an “operational radius” whereby one security clearance applies to all official travel (see Section F below).
 17. If the security plan for a certain location requires security clearance solely to track traveller numbers and movement, Designated Officials have the option of setting “automatic” clearances in TRIP. When set to automatic, TRIP provides an immediate security clearance response when travellers create a TRIP entry for proposed official travel.
 18. When the security plan requires control over the number of personnel or eligible family members in a specific location, Designated Officials can set the TRIP system so that all official travel into a specific area has to be cleared manually. Manual security clearance procedures can be established at any location at any Security Level, if the Designated Official so requires it, and it is highly recommended that all areas at Security Level 4 or higher have manual security clearance procedures.
 19. For official travel to areas requiring manual security clearance, TRIP entries must be submitted seven days before the start of travel to ensure sufficient time for the traveller to receive official approval. Locations requiring manual security clearance will be listed in the Travel Advisory issued by the Department of Safety and Security.

F. Security Clearances and Operational Radius

20. Designated Officials can designate an Operational Radius, in which personnel routinely reside and operate and in which they can travel without obtaining further security clearance. Personnel moving throughout this Operational Radius must remain in communication with the central communications centre or UN radio room that records and monitors their movement in the area.
21. A cross-border Operational Radius may also be established. In this situation, the Under Secretary-General for Security grants to one Designated Official the

³ For the purpose of this policy, “field location” is any location not designated as an “H” duty station under the mobility and hardship scheme established by the International Civil Service Commission (ICSC).

authority, accountability and responsibility for an area on the other side of the border of that Designated Official's country.⁴

22. A Security Risk Assessment must justify the establishment of an Operational Radius. There must be clear justification showing that the area designated as the Operational Radius (including cross-border) contains similar threats and risks, as well as the requirement of one common set of security measures.

G. Exceptional Measures

23. In exceptional and compelling cases, where insufficient time is available to comply with this policy, such as immediate medical evacuation or other life-threatening situation, the traveller must inform the Designated Official or delegate, by the fastest means available, and complete the TRIP clearance process as soon as possible.
24. For the purposes of a "no notice" inspection or investigation by an agency or organization of the United Nations system, the Under-Secretary-General for Safety and Security may grant security clearances that are not submitted through TRIP in advance. The Department of Safety and Security will normally inform the Designated Official and others concerned individuals of such official travel and, upon arrival in the country, the TRIP clearance will be processed.
25. If the security situation worsens, the Designated Official must advise, through TRIP, all individuals with security clearance whether the security clearance will be rescinded or if travel can take place as initially authorized.

H. Personal Travel

26. Personal travel, including for annual leave, is not official travel and does not require security clearance. However, all United Nations system personnel and/or eligible family members going on personal travel are strongly encouraged to register personal travel in TRIP, designating travel as such. Travellers completing a TRIP entry for personal travel will receive an acknowledgement along with essential security information. In the event of a crisis or emergency, it may also be possible for the local United Nations Security Management System to provide security support to United Nations system personnel and eligible family members who have registered personal travel in TRIP, subject to the capacity of the United Nations Security Management System to provide such support at the time of the crisis or emergency.

I. Compliance with Security-related Decisions:

27. Personnel who refuse to comply with the security-related instructions of the Designated Official may be informed by the Designated Official, in writing, with

⁴ Cross-border operational radius may be required when staff are residing in one country and traveling to work in a neighboring country on a daily basis.

a copy to the Headquarters of their employing organization, that their security clearance has been revoked.

28. The Designated Official will provide the Department of Safety and Security with the information and names of personnel refusing to comply with security clearance procedures and instructions.

J. Final Provisions:

29. Chapter VI, Sections A and B of the Field Security Handbook (2006) and its Annex H are hereby abolished.